1. Membership Categories

There are four categories of membership:

- Full Membership
- Honorary Membership
- Lay Membership
- Affiliate Membership

Full Members:

Consultant
Medical practitioners who are Consultants and who are duly registered with the General Medical Council and are engaged in the practice of Otorhinolaryngology - Head and Neck surgery or Audiological Medicine in a non-training grade. A Full Member shall be entitled to attend general meetings; shall have full voting rights; shall be eligible to stand for election as an officer of ENTUK; shall receive the e-journal(s) and online newsletter. All applicants shall satisfy ENTUK as to their qualification for membership.

Young Consultants
Medical practitioners who are Young Consultants (YCOHNS) and who are duly registered with the General Medical Council and are engaged in the practice of Otorhinolaryngology - Head and Neck surgery or Audiological Medicine in a non-training grade. A Young Consultant Member shall be entitled to attend general meetings; shall have full voting rights; shall be eligible to stand for election as an officer of ENTUK; shall receive the e-journal(s) and online newsletter. All applicants shall satisfy ENTUK as to their qualification for membership.

Specialty & Associate Specialists (SAS)
Medical practitioners who are Specialty & Associate Specialists (SAS) and who are duly registered with the General Medical Council and are engaged in the practice of Otorhinolaryngology – Head and Neck surgery or Audiological Medicine in a non-training grade. A SAS shall be entitled to attend general meetings; shall have full voting rights; shall be eligible to stand for election as an officer of ENTUK; shall receive the e-journal(s) and online newsletter. All applicants shall satisfy ENTUK as to their qualification for membership.
Trainee Members:
1. ST1-ST3
2. ST4-ST6
3. ST7–ST8

Registered medical practitioners in one of the above training grade categories or equivalent (pre-consultant or pre-SAS) for Otorhinolaryngology, Head and Neck Surgery or Audiological Medicine. A trainee member shall have the same rights as a Full Member but will not be eligible to stand for election as an officer of ENTUK. All applicants shall satisfy ENTUK as to their qualification for membership.

Life Members:
This category of Membership is now closed to new applications. The category comprises Members who have retired from active practice and who have elected to become Life Members on payment of two annual subscriptions at the rate in force at the time of retirement. A Life Member shall have the same rights as a Full Member except s/he shall not be eligible to stand for election as an officer of ENTUK.

Retired Members:
Any Full Member who has retired from all clinical practice including private work and legal work. A Retired Member shall have the same rights as a Full Member except s/he shall not be eligible to stand for election as an officer of the ENTUK.

Honorary Members:
Honorary Membership may be conferred upon persons distinguished in the field of Otolaryngology, Head and Neck Surgery or related fields and shall be awarded on merit and achievement. Any Member may nominate any person for election as an Honorary Member. Nominations shall be reviewed and approved by the Trustees and reported at the Annual General Meeting (AGM). An Honorary Member shall not be required to pay a subscription to ENTUK. An Honorary Member shall have the same rights as a Full Member but shall not be entitled to vote.

Lay Members:
Lay Membership includes Lay Trustees, a Member or Chair of a Committee (for example, the Finance Committee) or a Lay Advisor. Lay Trustees are appointed by the Board of Trustees. Lay Committee Members or Chairs or Lay Advisors are appointed by the Board. Lay members shall be entitled to attend general meetings but shall not be entitled to vote. Lay Advisors attend meetings of the Board of Trustees but have no voting rights. All Lay Members shall receive the affiliated journal(s), website Member access and online newsletter. Lay Members pay no subscription.

Affiliate Members:
Student and Foundation Year Members:
Student and Foundation Year Membership is open to medical undergraduates with an interest in Otorhinolaryngology- Head and Neck Surgery. Student and Foundation Members shall have no voting rights; shall not be eligible to stand for election as an officer of ENTUK. All applicants shall satisfy ENTUK as to their qualification for membership.

Allied Professional Members:
Qualified professionals working in disciplines related to Otorhinolaryngology, Head and Neck Surgery, such as nurses, audiologists and GP Specialty Practitioners. An Allied Professional Member shall have
the same rights as a Full Member except s/he shall not have voting rights and shall not be eligible to stand for election as an officer of ENTUK. All applicants shall satisfy ENTUK as to their qualification for membership.

**International Members: (excluding HINARI A countries)**

Registered medical practitioner’s resident and practicing overseas (excluding HINARI A countries). An International Member shall have the same rights as a Full Member except s/he shall not have voting rights; shall not be eligible to stand for election as an officer of ENTUK. All applicants shall satisfy ENTUK as to their qualification for membership.

**International Members (HINARI A)**

Registered medical practitioner’s resident and practicing in a HINARI A country. An International Member shall have the same rights as a Full Member except s/he shall not have voting rights; shall not be eligible to stand for election as an officer of ENTUK. All applicants shall satisfy ENTUK as to their qualification for membership. International Membership (HINARI A) is free.

2. **Suspension of Membership:**

The Trustees of ENTUK retain the right to suspend or expel a member who is considered by the Trustees to have brought ENTUK or the Specialty of Otolaryngology Head and Neck Surgery into disrepute. The member shall have the rights of appeal and possible reinstatement.

3. **Subscriptions**

The annual subscription for each Member shall be payable in full to ENTUK at the time of application and subsequently on 1st October each year by Direct Debit (one-off payment or 10 monthly instalments) or one-off yearly payment by debit/credit card. A Member whose subscription is 3 months in arrears, and who has been duly notified thereof, shall cease to be a Member of ENTUK if payment has not been received by the conclusion of the seventh month. The Member may be reinstated on payment of arrears.

Membership fees shall be set by the Trustees, reviewed and ratified annually at the AGM and shall be updated and published online.

4. **Trustees**

There shall be ten voting Trustees, as set out below. The list of Trustees should be reported at each AGM. The President-Elect and therefore President is voted on by Full Members. The Honorary Secretary and Honorary Treasurer are appointed by the Board of Trustees and are ex officio.

**The President of the ENTUK**

The President of the ENTUK shall serve for two years and be succeeded by the President Elect who shall be installed in office at the end of the AGM at which the term of the current President ends. The President shall be the Chair of the Board. The retiring President (Past President) shall be invited to attend the Board of Trustees for one year following the end of his/her term of office but shall not have a vote, is not a Trustee and therefore shall not be counted among the ten voting Trustees.

**The President-Elect of the ENTUK**

Nominations shall be sought from ENTUK Full members. Each nomination shall be accompanied by a proposer and two seconders who are Full Members of ENTUK. A ballot of the membership shall be held using the single transferable voting system. Nominees shall give a brief outline of their relevant experience and why they are suitable candidates for election. The President Elect shall serve for a
period of two years thereafter becoming President and serving in this capacity for a further period of two years. The President Elect shall serve as the chair of the BACO Executive Committee during their tenure in accordance with the Terms of Reference for the BACO Committee.

**The Honorary Secretary**

The Honorary Secretary shall serve for two years and be succeeded by the Assistant Honorary Secretary. The Honorary Secretary shall oversee the production of the Annual Report of ENTUK. Nominations shall be received from the Membership for the Assistant Honorary Secretary and the successful candidates shall be appointed to post by the Trustees following competitive interview. The Assistant Honorary Secretary shall serve for a period of two years thereafter becoming Honorary Secretary and serving in that capacity for a further two years. The Assistant Honorary Secretary will not be a Trustee but shall have the right of non-participant attendance at meetings of the Board of Trustees.

**The Honorary Treasurer**

The Honorary Treasurer shall serve for two years and be succeeded by the Assistant Honorary Treasurer.

To appoint the Assistant Honorary Treasurer nominations shall be received from the Membership and the successful candidate shall be appointed to post by the Trustees following competitive interview. The Assistant Honorary Treasurer shall serve for a period of two years thereafter becoming Honorary Treasurer and serving in that capacity for a further two years. The Assistant Honorary Treasurer will not be a Trustee but shall have the right of non-participant attendance at meetings of the Board of Trustees.

**Lay Trustees**

The Board of Trustees shall appoint at least two Lay Trustees whose names shall be reported to Members at the AGM. The role of Lay Trustees is to: first, to bring to the Board relevant skills and experience obtained in other professions or occupations; secondly, as independent persons, to provide challenge and counsel to the Board in its deliberations.

In addition, the Board may co-opt other Lay persons, who shall not be Trustees of the Company, for the purposes of receiving specific advice, counsel or as Lay Chairs or Members of committees established by the Board. The Financial Audit Committee is one example of such a Committee.

**Further Trustees**

The remaining Trustees may then be appointed by those Trustees who sit on the Council. Nominations shall be received from the Membership and the successful candidate shall be appointed to post by the Trustees following competitive interview. They shall serve for three years with the possibility to serve longer than this on approval of the Trustees. Their names shall be reported at the AGM.

**5. Council**

The ENTUK Council is responsible for conducting delegated activities and considering matters raised by Executive Officers. The ENTUK Council reports to the Executive Committee. The business of Council shall be conducted by a body consisting of the Executive Officers and Regional Members set out below, all of whom shall be voting members. The full Council will thus consist of:

- The President
- The President-Elect
- The Honorary Secretary
- The Honorary Treasurer
- The Assistant Honorary Secretary
The Assistant Honorary Treasurer, and
One representative from each of the following Regions:
- Northern Ireland
- Scotland - East
- Scotland - West
- Wales
- East Anglia (RSPA East of England)
- Northern (RSPA Northern)
- North East Thames (RSPA N E Thames)
- North West Thames (RSPA N W Thames)
- North Western (RSPA North West and Mersey)
- Oxford (RSPA South Central Oxford)
- South Thames (RSPA South East Coast) & S.W. Thames (RSPA S W Thames)
- South Western (RSPA South Western)
- Trent (RSPA East Midlands)
- Wessex (RSPA South Central Wessex)
- West Midlands (RSPA West Midlands)
- Yorkshire (RSPA Yorkshire and Humber)

Following appointment by ENTUK Regional Council Members in England will be put forward for RSPA ratification.

Regional Council Members
Regional Council Members shall be empowered to send a named deputy, acceptable to the Council, to attend Council meetings, as an alternate. Deputies are appointed by ENTUK and can vote on behalf of the Council member they are representing.

Ex-officio Advisors
The Council shall be assisted by four ex-officio Advisors, who shall not be voting members:
- Chair of the Specialist Advisory Committee in Otolaryngology
- Director of Education
- Chair of the Intercollegiate Board for Otolaryngology
- The Past President (for one year following the term of Presidency)

Non-Voting Members
Representatives of the following will be invited to attend Council, and shall not be voting members:
- The Association of Otolaryngologists in Training

Co-opted Members
The Council shall be empowered to co-opt additional members at their discretion.

Invited Representatives
Representatives of the following shall be invited to relevant meetings:
- ENTUK Membership Groups
- ENTUK Special Interest Groups
- Elef-ENT

ENTUK representatives on external groups or relevant bodies shall be invited to Council meetings, including the ENTUK representative on the Council of the Royal College of Surgeons in England.

Representatives of the following organisations shall be invited to relevant meetings:
- British Association for Paediatric Otorhinolaryngology - BAPO
- British Laryngological Association - BLA
Council Meetings
Council Meetings shall take place four times a year, one of which will be the ENTUK AGM.

Conduct of Meetings
The President, or in their absence, the President Elect, or in the absence of both, a nominated Trustee, shall Chair Council meetings.

Quorum of Council
The quorum for a meeting of the Council shall be 10 Members.

Election of Regional Members on Council
Regional Members shall be elected for a period of three years and shall then be eligible for re-election for one further period of three years, making a total of six years served sequentially. Thereafter, the member shall not be eligible for re-election for a further period of three years.
The Secretariat of the Association shall seek nominations from Regions to fill vacancies. Members may not nominate a member of the Council to represent more than one Region.
In the event of more than one nomination being received for a Region, a ballot will be conducted by the secretariat of the Association. The election will be conducted using the single transferable voting system. Members may vote only for a candidate from their own Region.
If no nominations are received, the Council shall be empowered to fill the vacancy for that Region by invitation.

6. ENTUK Committees and their Governance Structure
The ENTUK Board of Trustees may establish standing and ad hoc Committees, Sub-Committees or Working Groups for the purpose of dealing with any subject as it may from time to time determine.
The Board of Trustees may, by resolution, delegate all or any of its functions, powers, duties and discretions to any Committee, Sub-committee, Working Group, Officer or individual upon terms and subject to such conditions as the Board may from time to time, by resolution, determine.
The work of ENTUK will be supported by this committee structure. The following Committees will report to the Board of Trustees:
• Executive Committee
• Finance Committee
• BACO Executive Committee
• Education and Training Committee
• Foundation Committee
The ENTUK Council will report to the Executive Committee.
The CDP Sub-Group and elef-ENT Sub-Group will report to the Education and Training Committee.
The Foundation Advisory Group will report to the Foundation Committee.
The creation of new Committees, Sub-Committees or Working Groups are considered and scrutinised by the Executive Committee who will make a recommendation to the Board of Trustees.
Each Committee will have a Terms of Reference which includes its operation and composition. Each Committee will comply with the ENTUK Assurance Framework as agreed by the Board of Trustees.

Membership Groups and Special Interest Groups
There shall also exist a range of Membership Groups and Special Interest Groups within ENTUK.
Membership Groups
A Membership Group is a specialist society or sub-specialty association which has agreed to be part of the membership of ENTUK, including:

- BRS - The British Rhinological Society
- BSFPS - British Society of Facial Plastic Surgery
- BSO - The British Society of Otology
- Community ENT Group
- H&N - The Head and Neck Society
- SAS - ENT Staff and Associate Specialist Doctors Group
- SFO - Student and Foundation Doctors in Otolaryngology
- YCOHNS - Young Consultants in Otolaryngology and Head and Neck

Special Interest Groups
A Special Interest Group (SIG) is a small community with a shared interest in advancing a specific area of interest, knowledge, learning or technology where members cooperate to affect or to produce solutions within their field, and may communicate, meet, and organise events.

- BOARS - The British Otorhinolaryngology & Allied Sciences Research Society
- British Society for the History of ENT
- Global Health
- Private Practice Committee
- WENTS UK - Women in ENT Surgery

Partnerships
ENTUK works closely with the following:

- British Association for Paediatric Otorhinolaryngology - BAPO
- British Laryngological Association - BLA

ENTUK works closely with and provides secretariat services to:

- The TWJ Foundation.

7. ENTUK Representatives
ENTUK members may be appointed to represent ENTUK on external groups, committees or relevant bodies. The appointment process shall follow the process determined by the external body. If this is not specified, nominations shall be sought from the membership and the successful candidates shall be appointed to the post by the Trustees following competitive interview, unless otherwise agreed by the Trustees.

8. Financial Year
The financial year of ENTUK shall commence on the 1st day of October and end on the 30th day of September in each year, to which day the accounts of ENTUK shall be balanced.